
Mackenzie Maynard

Job Applicant

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SKILLS

Incident Documentation, Forward Thinking, Training and Development, Performance Improvement, Typing, Teamwork, Policy and Procedure, Adaptability, Strong Work Ethic, Detail-Oriented, Written and Oral Communication Skills, Strong Attention to Detail.

EDUCATION

Eastern Connecticut State University, Willimantic, CT - *Criminology and Sociology Double Major*

AUGUST 2017 - MAY 2021

- 3.40 GPA
- Minors: Pre-Law, Psychology
- Dean's List - Fall 2018, Spring 2019
- International Sociology Honor Society Member - Spring 2020
- College Democrats Club - Fall 2017 to Spring 2021
- Service with a Purpose Theme Housing Resident - Fall 2018 to Spring 2019
- Resident Assistant Council Participant - Spring 2019 to Spring 2021

LEADERSHIP OPPORTUNITIES

- Service with a Purpose Theme Housing Secretary - Fall 2018 to Spring 2019
- Resident Assistant Council Secretary - Fall 2019 to Spring 2020
- Resident Assistant Council President - Fall 2020
- College Democrats Treasurer - Fall 2019 to Fall 2020
- Eastern Connecticut State University's LEAP into Leadership Conference - Spring 2019
- 413 Area RA Conference - Spring 2020 and Spring 2021
- Sociology Teaching Assistant - Spring 2021
- Connecticut Department of Correction Intern - Spring 2021

EXPERIENCE

Eastern Connecticut State University, Willimantic, CT - *Resident Assistant*

FEBRUARY 2019 - May 2021

- Planned and implemented social and educational programs to encourage community engagement within residential halls.
- Advised students on academic and personal questions and concerns.
- Enforcing residence hall regulations and writing incident reports when there are violations.

Eastern Connecticut State University, Willimantic, CT - *Office Assistant*

AUGUST 2018 - FEBRUARY 2019

- Fulfilled office assistant duties in a fast-paced environment.

- Log packages and organize them properly within the office.
- Keep the work station organized and clean to maintain proficiency.

Eastern Connecticut State University, Willimantic, CT - *Teaching Assistant*

- AUGUST 2018 - FEBRUARY 2019

COMMUNITY SERVICE

Collegiate Health Service Corps, Willimantic, CT - *Student Leader*

- 1 year as volunteer
- 2 years as Eastern Connecticut State University Student Leader
- Area Health Education Centers Program Member

Windham Recovery Center, Willimantic, CT - *Volunteer*

- Attend Alcoholics Anonymous and Narcotics Anonymous meetings.
- Participate in group discussion.
- Aid in creating resumes, finding job opportunities, and other tasks with members.

Windham No Freeze Shelter, Willimantic, CT - *Volunteer*

- Bring supplies to shelter and give them out to the community.
- Provided blankets made by university students to the shelter.